

# County Employees Volunteer Election Worker Program

## Pay Policies -- Frequently Asked Questions (FAQs)

The Montgomery County Employees Volunteer Election Worker Program enables County employees to serve on Election Day as an Election Worker. Election Workers receive a set payment, based on their assigned position, for successfully completing all required training and working on Election Day. *Workers who complete training but do not serve will not be paid.*

Under the direction of the CAO, Montgomery County employees selected to serve in the Program as Election Workers on Election Day may be eligible to receive up to eight (8) hours of administrative leave, one for each hour worked, if Election Day is their regularly scheduled workday and shift. County employees must obtain prior approval from their supervisor for each election. Montgomery County employees who elect to use up to eight (8) hours of Administrative Leave, to be excused from their normal work shift on Election Day, are entitled to 80% of the service stipend and full payment of the training stipend. Employees using their own leave (Annual, Compensatory Leave Used, Comp Leave Supp. or PTO) will receive the full stipend (service + training).

## Voting Information

| Election Type    | Maryland              |
|------------------|-----------------------|
| Primary Election | April 28, 2020        |
| General Election | November 3, 2020      |
|                  |                       |
| Poll Hours       | 7:00 a.m. – 8:00 p.m. |

## Who can Participate?

County permanent employees who are registered voters in any county in the State of Maryland, or lawfully permitted for permanent residence in the United States in accordance with 8 U.S.C. Sec. 1101(a)(2) and otherwise eligible to vote pursuant to Elections Code Section §3-102.

## What are the Qualifications and Program Details to serve as an Election Worker?

Qualifications and Program details can be found on the Montgomery County Board of Elections website: <http://www.montgomerycountymd.gov/elections/index2.html>

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## Are County employees allowed to attend Election Worker training during working hours?

Attending training during working hours must be approved by requesting leave (e.g. Annual, Compensatory Leave Used, Comp Leave Supp. or PTO), and is at the discretion of your Supervisor. County employees are not authorized to use administrative leave for attending training and training must be completed on their own time. The Board of Elections has training classes scheduled on weekends and in the evenings to accommodate most schedules, so please plan accordingly and register for your class early. *Workers who complete training but do not serve on Election Day will not be paid.*

## As an Election Worker, can County employees use Administrative Leave for working during the early voting period?

No, County employees may not use administrative leave for working early voting. If a County employee as an Election Worker volunteers to work early voting they must do so on their own time, or by requesting leave (e.g. Annual, Compensatory Leave Used, Comp Leave Supp. or PTO).

## Do County employees who serve as Election Workers receive a stipend?

Participants in the County Employees Volunteer Election Worker Program will receive a stipend.

Employees using their own leave (Annual, Compensatory Leave Used, Comp Leave Supp. or PTO) will receive the full stipend (service + training). However, Montgomery County employees who elect to use up to 8 hours of Administrative Leave, to be excused from their normal work shift on Election Day, are entitled to 80% of the service stipend and payment of the training stipend.

*\*Employees normally scheduled more than eight (8) hours are limited to eight (8) hours of Administrative Leave. Part-time employees are also limited their normally scheduled hours, if less than eight (8) hours. Administrative Leave may only be claimed equal to election service hours, if less than eight (8) hours.*

Visit the Montgomery County Board of Elections site [Election Worker Position Descriptions](#) for more information on service and training stipend amounts.

County employees may not use administrative leave for attending training or working early voting. Employees must complete training on their own time. County employees who elect to use up to 8 hours of Administrative Leave, to be excused from their normal work shift on Election Day, are entitled to 80% of the service stipend and full payment of the training stipend. Employees using their own leave (Annual, Compensatory Leave Used, Comp Leave Supp. or PTO) will receive the full stipend (service + training).

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## I worked as an Election Worker with approved Administrative Leave. How do I enter my hours into MCtime?

County employees authorized to use Administrative Leave for work as an Election Worker, should select the Pay Code- "Admin Leave – Other" and use the Reason Code: SOE001. To add the Reason Code to your timecard click the hourglass in the "Transfer" section and enter the "SOE\*" as the Reason Code, as outlined below and on page 3 of the [Employee Tasks Job Aid](#).

Kronos WORKFORCE CENTRAL(R) - Internet Explorer

**TRANSFER SELECTION**

Labor Level Selection History

////SOE001//

Select From History 5

ACCOUNT

Search for Cost Center-Fund or Project-Task

Cost Center-Fund or Project-Task

Too many entries ... Try limiting search.

Search for Expenditure Org

Expenditure Org

Too many entries ... Try limiting search.

Search for Reason Code

Reason Code 1

SOE\* 2

None

SOE001, ELECTIONS SUPPORT -VOLUNTEERS- SOE001 3

OK Cancel Primary Account 4

| Save Actions Punch Amount Accruals Comment Reports |                     |              |          |          |          |          |          |          |          |       |
|--|---------------------|--------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Week starting: Sun 6/24                            |                     |              |          |          |          |          |          |          |          |       |
|  | Pay Code            | Transfer     | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |
| X  | Hours Worked        |              |          | 8.0      |          | 8.0      | 8.0      | 8.0      |          | 32.0  |
| X  | Admin Leave - Other | ////SOE001// |          |          | 8.0      |          |          |          |          | 8.0   |
|  |                     |              |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          | 40.0  |

# County Employees Volunteer Election Worker Program

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I am a County employee who volunteered and was selected to serve in the Election Worker Program. If Election Day is my Regularly Scheduled Day Off (RSDO), may I use Administrative Leave?

No, employees may only use Administrative Leave for their work as an Election Worker if Election Day falls on their regularly scheduled workday and shift. An employee who is not scheduled to work on Election Day will not receive Administrative Leave. However, they are eligible to receive a service stipend as an Election Worker from the Board of Elections. The employee should not record time in MTime for Election Day. Since schools are closed on Election Day, it is not a scheduled day for HHS School Health or POL Crossing Guard employees. In the timecard example below, the employee, Tuesdays are the RSDO, and the regular schedule is 10 hours on Monday, Wednesday through Friday.

| Save Actions Punch Amount Accruals Comment Reports |              |     |          |          |          |          |          |          |          |       |
|--|--------------|-----|----------|----------|----------|----------|----------|----------|----------|-------|
| Week starting: Sun 6/24                            |              |     |          |          |          |          |          |          |          |       |
|  | Pay Code     | ... | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |
| X  | Hours Worked |     |          | 10.0     |          | 10.0     | 10.0     | 10.0     |          | 40.0  |
|  |              |     |          | 10.0     |          | 10.0     | 10.0     | 10.0     |          | 40.0  |

I am a full-time County employee who volunteered and was selected to serve in the Election Worker Program. I am normally scheduled to work eight (8) hours on Election Day. If I work four (4) hours as an Election Worker in the Program and four (4) hours in my full-time regularly scheduled position, am I entitled to Administrative Leave?

With prior approval from your supervisor, County employees who volunteer and are selected to serve as Election Workers are eligible to receive up to eight (8) hours of administrative leave, one for each hour worked.

In this scenario, if four (4) hours were worked as an Election Worker, only four (4) hours of Administrative Leave should be applied to your timecard and the four (4) hours for your time working your full-time position with the County and "hours worked" should be selected.

| Save Actions Punch Amount Accruals Comment Reports |                     |             |          |          |          |          |          |          |          |       |
|--|---------------------|-------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Week starting: Sun 6/24                            |                     |             |          |          |          |          |          |          |          |       |
|  | Pay Code            | Transfer    | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |
| X  | Hours Worked        |             |          |          | 4.0      |          |          |          |          | 4.0   |
| X  | Hours Worked        |             |          | 8.0      |          | 8.0      | 8.0      | 8.0      |          | 32.0  |
| X  | Admin Leave - Other | ///SOE001// |          |          | 4.0      |          |          |          |          | 4.0   |
|  |                     |             |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          | 40.0  |

# County Employees Volunteer Election Worker Program

Pay Policies -- Frequently Asked Questions (FAQs)

I am a part-time County employee who volunteered and was selected to serve in the Election Worker Program. I am normally scheduled to work six (6) hours on Election Day. If I work six (6) hours as an Election Worker in the Program, am I entitled to Administrative Leave?

With prior approval from your supervisor, County employees who volunteer and are selected to serve as Election Workers are eligible to receive up to eight (8) hours of administrative leave, one for each hour worked.

Employees may only use Administrative Leave for their regularly scheduled workday and shift. An employee and their supervisor can choose between three options.

*Option 1 – If the employee works six (6) hours with the elections, the employee may use up to six (6) hours of Administrative Leave and receive the reduced service stipend.*

| Save Actions Punch Amount Accruals Comment Reports |              |          |          |          |          |          |          |          |       |  |
|--|--------------|----------|----------|----------|----------|----------|----------|----------|-------|--|
| Week starting: Sun 6/24                            |              |          |          |          |          |          |          |          |       |  |
| Pay Code   | Transfer     | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |  |
| Hours Worked                                       |              |          |          |          |          | 6.0      | 8.0      |          | 14.0  |  |
| Admin Leave - Other                                | ////SOE001// |          |          | 6.0      |          |          |          |          | 6.0   |  |
|  |              |          |          | 6.0      |          | 6.0      | 8.0      |          | 20.0  |  |
| Week starting: Sun 7/01                            |              |          |          |          |          |          |          |          |       |  |
| Pay Code   | Transfer     | Sun 7/01 | Mon 7/02 | Tue 7/03 | Wed 7/04 | Thu 7/05 | Fri 7/06 | Sat 7/07 | Total |  |
| Hours Worked                                       |              |          |          |          |          | 6.0      |          | 8.0      | 14.0  |  |
| Independence Day                                   |              |          |          |          | 0.0      |          |          |          | 0.0   |  |
| HOL - Holiday Leave                                |              |          |          | 6.0      |          |          |          |          | 6.0   |  |
|  |              |          |          | 6.0      | 0.0      | 6.0      |          | 8.0      | 20.0  |  |

OR

*Option 2 – If the employee is approved to use his or her own (annual, compensatory leave used, comp leave supp. used, or PTO) leave AND the employee will be paid the service stipend for their election position.*

| Save Actions Punch Amount Accruals Comment Reports |          |          |          |          |          |          |          |          |       |  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|-------|--|
| Week starting: Sun 6/24                            |          |          |          |          |          |          |          |          |       |  |
| Pay Code   | Transfer | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |  |
| Hours Worked                                       |          |          |          |          |          | 6.0      | 8.0      |          | 14.0  |  |
| Annual Leave                                       |          |          |          | 6.0      |          |          |          |          | 6.0   |  |
|  |          |          |          | 6.0      |          | 6.0      | 8.0      |          | 20.0  |  |
| Week starting: Sun 7/01                            |          |          |          |          |          |          |          |          |       |  |
| Pay Code   | Transfer | Sun 7/01 | Mon 7/02 | Tue 7/03 | Wed 7/04 | Thu 7/05 | Fri 7/06 | Sat 7/07 | Total |  |
| Hours Worked                                       |          |          |          |          |          | 6.0      |          | 8.0      | 14.0  |  |
| Independence Day                                   |          |          |          |          | 0.0      |          |          |          | 0.0   |  |
| HOL - Holiday Leave                                |          |          |          | 6.0      |          |          |          |          | 6.0   |  |
|  |          |          |          | 6.0      | 0.0      | 6.0      |          | 8.0      | 20.0  |  |

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OR

*Option 3 – If the employee requests and is approved to an adjustment to the schedule so that Election Day is a RSDO, the employee will be paid the service stipend for their election position. Managers must perform an ad hoc schedule to reflect the schedule adjustment and excess hours may not be paid to the replacement worker.*

| Week starting: Sun 6/24 |          |          |          |          |          |          |          |          |       |      |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|------|
| Pay Code                | Transfer | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |      |
| Hours Worked            |          |          |          |          | 6.0      |          |          |          | 6.0   | 6.0  |
| Hours Worked            |          |          |          |          |          | 6.0      | 8.0      |          | 14.0  | 14.0 |
|                         |          |          |          | 6.0      |          | 6.0      | 8.0      |          | 20.0  | 20.0 |

| Week starting: Sun 7/01 |          |          |          |          |          |          |          |          |       |      |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|------|
| Pay Code                | Transfer | Sun 7/01 | Mon 7/02 | Tue 7/03 | Wed 7/04 | Thu 7/05 | Fri 7/06 | Sat 7/07 | Total |      |
| Hours Worked            |          |          |          |          |          | 6.0      |          | 8.0      | 14.0  | 14.0 |
| HOL - Holiday Leave     |          |          |          | 6.0      |          |          |          |          | 6.0   | 6.0  |
| Independence Day        |          |          |          |          | 0.0      |          |          |          | 0.0   | 0.0  |
|                         |          |          |          | 6.0      | 0.0      | 6.0      |          | 8.0      | 20.0  | 20.0 |

If I worked my full County shift on Election Day and worked as an Election Worker after my shift, am I entitled to Administrative Leave for my work as an Election Worker?

No, administrative leave is only granted to Election Workers in the Program for hours worked during your regularly scheduled workday and shift. Hours worked after your regularly scheduled workday and shift as an Election Worker would be paid by the Board of Elections Program, as a service stipend. The employee should record "Hours Worked" for their regular shift and record nothing in Mctime for the election hours worked on Election Day.

| Week starting: Sun 6/24 |          |          |          |          |          |          |          |          |       |      |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|------|
| Pay Code                | Transfer | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |      |
| Hours Worked            |          |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          | 40.0  | 40.0 |
|                         |          |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          | 40.0  | 40.0 |

This response applies to full-time and part-time County employees. A part-time employee would also record the appropriate "Hours Worked" for their regular shift and record nothing in Mctime for the Election Workers in the Program on Election Day.



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I am a full-time County employee who volunteered and was selected to serve in the Election Worker Program. I am normally scheduled to work ten (10) hour days. If I work Election Day as an Election Worker in the program, am I entitled to Administrative Leave?

Yes, as approved by the CAO, County employee Volunteer Election Workers who work in the Program on Election Day may be eligible to receive up to eight (8) hours of administrative leave, one for each hour worked, if Election Day is their regularly scheduled workday and shift. County employees must obtain prior approval from their supervisor for working on each election.

The additional (2) hours missing from your regular shift may be supplemented using your own leave (Annual, Compensatory Leave Used, Comp Leave Supp. or PTO), or by working an approved extra two (2) hours on another day (within the work week non-exempt employees, or within the pay period for FLSA Exempt employees) with prior approval from your supervisor.

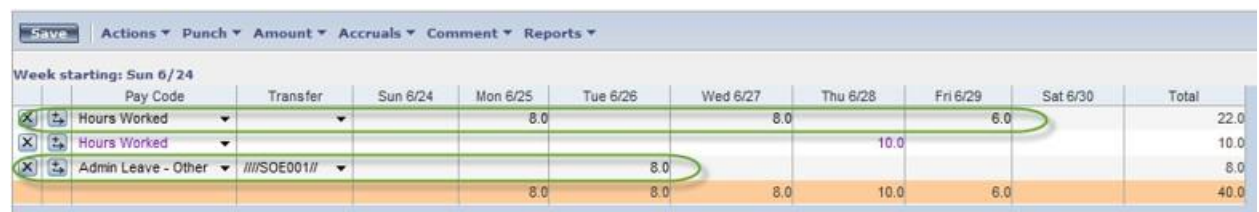
*Option 1 –County employee is awarded the maximum amount of Administrative Leave for election service hours of eight (8) hours or more. Employee elects to use his or her own leave to complete the expected hours for the regularly scheduled workday.*



| Pay Code            | Transfer     | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |
|---------------------|--------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked        |              |          | 10.0     |          | 10.0     | 10.0     |          |          | 30.0  |
| Admin Leave - Other | ////SOE001// |          |          | 8.0      |          |          |          |          | 8.0   |
| Annual Leave        |              |          |          | 2.0      |          |          |          |          | 2.0   |
|                     |              |          | 10.0     | 10.0     | 10.0     | 10.0     |          |          | 40.0  |

OR

*Option 2–County employee is awarded the maximum amount of Administrative Leave for an election shift of eight (8) hours or more. Employee elects and management approves the alteration of workday/workweek to account for the 40 expected hours within the week.*



| Pay Code            | Transfer     | Sun 6/24 | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Total |
|---------------------|--------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked        |              |          | 8.0      |          | 8.0      |          | 6.0      |          | 22.0  |
| Hours Worked        |              |          |          |          |          | 10.0     |          |          | 10.0  |
| Admin Leave - Other | ////SOE001// |          |          | 8.0      |          |          |          |          | 8.0   |
|                     |              |          | 8.0      | 8.0      | 8.0      | 10.0     | 6.0      |          | 40.0  |

# County Employees Volunteer Election Worker Program

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## Can I use the Administrative Leave authorized by the CAO for my Election Worker Program position the day before or day after the Election?

No, Administrative Leave for this Program is only authorized for Election Day. Attending Pre-Election Meetings or any other election related tasks during working hours must be approved by requesting leave (e.g. Annual, Compensatory Leave Used, Comp Leave Supp. or PTO), and is at the discretion of your Supervisor.

## In my County position, if I receive a Multilingual Differential, and if I am in the Program serving as an Election Worker as a multilingual speaker will I receive the differential?

No, the Multilingual Differential does not apply to County employee volunteers serving as Election Workers in the Program.

## I responded to the call for Election Drivers. How do I record my time?

County employees serving as an Election driver must modify their regularly scheduled workday and shift, with supervisory approval. Serving as a driver is in lieu of reporting to your regular position first thing in the morning. The hours from 5:45 am until the time the employee reports for duty (Election drivers might typically be released around 9 am.) may be recorded as Administrative Leave. If the employee normally works an eight (8) hour day, and the employee records 4.5 hours of Administrative Leave (from 5:45 am until 10:15 am) and then the employee may work an additional 3.5 hours. The use of Administrative Leave should not result in excess hours. With supervisory approval, the employee also has the option to use their own leave to complete the scheduled hours for the day or request a modification of schedule in the same week. The Board of Elections does not pay Election drivers.



# County Employees Volunteer Election Worker Program

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I work in Department of Permitting Services (DPS), School Crossing Guards (POL) or Department of General Services (DGS) and my manager detailed me to assist with election tasks on Election Day. How do I record my time?

These employees are not participating in the County Employees Volunteer Election Worker Program and are not authorized to use Administrative Leave. Some employees are assigned by their manager to perform election related tasks or “detailed” to assist the Board of Elections record their time as Hours Worked. The Board of Elections will provide the appropriate Cost Center that needs to be searched for and added to the transfer box and applied to those hours worked. While a Reason Code is not required; your department may instruct you to use it. To add the Cost Center to your timecard click the hourglass in the “Transfer” section and enter the Cost Center Account, as outlined below and on page 2 of the [Employee Tasks Job Aid](#).

MCtime will automatically calculate excess hours based upon the employee’s normal pay rule and timecard. Normal [Overtime Thresholds](#) apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee’s supervisor may follow the [Pay Code Move Job Aid](#) to change the calculated Overtime Pay to Comp Leave Earned (or Comp Leave Earned to Overtime Pay), if appropriate.

Who should I contact with any additional questions regarding the Board of Elections County Employees Volunteer Election Worker Program payment policies?

If you have additional questions regarding the Program, please contact [Alysoun McLaughlin](#) at 240-777-8522 or in writing at email address [Election.Judge@montgomerycountymd.gov](mailto:Election.Judge@montgomerycountymd.gov).